



# ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Final Filing Date: **MAY 31, 2007**

## PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

**EXAMINATION BASE** DEPARTMENTAL FOR:  
BOARD OF PAROLE HEARINGS  
DEPARTMENT OF CORRECTIONS AND REHABILITATION (excluding Prison Industry Authority)

**WHO SHOULD APPLY** **COMPETITION LIMITED TO STATE EMPLOYEES**  
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

**HOW TO APPLY** Submit Examination Application (Std. Form 678)  
**By mail with:** **Department of Corrections and Rehabilitation**  
**Office of Selection Services**  
**P.O. Box 942883**  
**Sacramento, CA 94283-0001**  
**(916) 322-2545** **or** **In person with:** **Department of Corrections and Rehabilitation**  
**Office of Selection Services**  
**1515 "S" Street, Room 522-N**  
**Sacramento, CA 95814**  
**(916) 322-2545**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Selection Services.

**NOTE:** Only applications with an original signature will be accepted.

**APPLICATION DEADLINE/ REQUIREMENTS** **May 31, 2007** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the written test date.

**TEST DATE** The written test date will be **September 8, 2007**.

**SALARY RANGE(S)** As of: **April 1, 2007**  
**\$4,255 - \$5,172**

**MINIMUM QUALIFICATIONS** Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

**Either I**

One year of experience performing the duties of a Staff Services Analyst, Range C.

Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

**Or II**

**Experience:** Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

(One year of graduate work in public or business administration, industrial relations, psychology, law, political science or a related field may be substituted for six months of the required nonsupervisory experience.)

State experience applied towards Pattern II must include at least one year in a class at a level of responsibility equivalent to that of Staff Services Analyst, Range C.

**Special Personal Characteristics:** Demonstrated ability to act independently, open-mindedness, flexibility and tact.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**EXAMINATION  
PLAN**

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

**Written Test – Weighted 100%**

**Scope:**

Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**A. Knowledge of:**

1. Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis
2. Government functions and organization
3. Methods and techniques of effective conference leadership

**B. Ability to:**

1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems
2. Develop and evaluate alternatives
3. Analyze data and present ideas and information effectively both orally and in writing
4. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas
5. Gain and maintain the confidence and cooperation of those contacted during the course of work
6. Coordinate the work of others, act as a team or conference leader
7. Appear before legislative and other committees

**ELIGIBLE LIST  
INFORMATION**

A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list will be abolished **24** months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

**POSITION  
DESCRIPTION AND  
LOCATION(S)**

An **Associate Governmental Program Analyst**, under general direction, performs the more responsible, varied, and complex technical analytical staff services work and provides consultative services to management or others; conducts and/or reviews analytical studies and surveys; formulates procedures, policies and program alternatives; makes recommendations on a broad spectrum of administrative and program-related problems; reviews and analyzes proposed legislation and advises management on impact or potential impact; and does other related work.

Position(s) exist throughout the State with the Department of Corrections and Rehabilitation.

**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application". You will be contacted to make specific arrangements.

**VETERANS POINTS/  
CAREER CREDITS**

Veteran's Preference Points and career credits are not granted in promotional examinations.

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the Department of Corrections and Rehabilitation's Office of Selection Services at (916) 322-2545 five days prior to the written test date if he/she has not received his/her notice.

**Applications are available at** Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

**IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.**

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545**  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
www.cdcr.ca.gov

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**